

Message

From: Wilder, Scott [Wilder.Scott@epa.gov]
Sent: 4/9/2015 3:59:31 PM
To: Land, Kelcey [Land.Kelcey@epa.gov]
CC: Chalfant, Mark [Chalfant.Mark@epa.gov]; Madigan, Andrea [Madigan.Andrea@epa.gov]; Urdiales, Aaron [Urdiales.Aaron@epa.gov]
Subject: RE: Scheduling a combined Smurfit and CFAC briefing for the RA

Hi Kelcey,

Mark and I discussed schedules and team members this morning. Unfortunately, we both have some blocks of time out of the office coming up over the next few weeks. Mark will be out 4/13, 4/20-22, and 5/4-5/8. I will be out 4/27-4/30. That leaves only next Thursday the 16th and the following Thursday the 23rd as days we're both available for a pre-briefing with Suzanne until the second week of May.

As for team members to include, we'd like to invite Rob Parker, Mike Cirian and Cynthia Peterson. If you like, I can also get Sue a list of all their various managers that need to be included.

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From: Land, Kelcey
Sent: Wednesday, April 08, 2015 4:22 PM
To: Chalfant, Mark; Wilder, Scott; Abendschan, Sharon; Piggott, Amelia
Cc: Urdiales, Aaron; Madigan, Andrea
Subject: Scheduling a combined Smurfit and CFAC briefing for the RA

We need to schedule an RA briefing on these two sites – he will be traveling up to MO in May and we are taking this opportunity to inform him about these two newest NPL-track sites in MT. We need to complete the briefing for Shaun by 5/21 and we will need to do a pre-briefing for Suzanne before we brief the RA.

Will you guys please provide me a list of your teammates that you want at this briefing – tell me who is required and who is optional. Also, if you know that you are unavailable for a large block of time (vacation, travel, etc), let me know that too (unless your calendar is up to date with your out of office time).

I will then have Sue and Diane work to schedule 1) a pre-briefing for Suzanne – expect that to be on an upcoming Thursday TBD at 3pm; and 2) the briefing with Shaun.

Let me know if you have questions or this makes no sense – thanks! k